



Ensuring the Timeless Vitality of Freemasonry in Ontario

## PROTOCOL & ETIQUETTE ESSENTIALS

Prepared by the Grand Lodge P. & E. Committee  
Issue No. 35 – April 2015

### Greetings from Your P. & E. Committee

Welcome to the April issue of “*P&E Essentials*”. These informative and easy-to-read newsletters are typically published three or four times a year, normally between January and late spring.

Each Issue of “*P&E Essentials*” is intended to be an interactive instrument, designed to help you make an advancement in Masonic knowledge. They will hopefully also assist you to achieve high quality in the delivery, comprehension and insight of the lessons communicated on the floor of the lodge. The Committee welcomes questions and/or suggestions for topics that could be addressed in future issues. Questions or suggestions not related to Protocol and Etiquette will be forwarded to the appropriate Grand Lodge Committee for response.

### REVIEW OF IMPORTANT ASPECTS OF PROTOCOL

It seemed appropriate to highlight some important aspects of protocol that apply in lodge rooms in this our final issue.

#### CANDIDATE'S NAME

- The WM must know how to PRONOUNCE each candidate's name.
- If necessary, ask the candidate how his name should be pronounced. He won't be offended.
- Write down his name phonetically so you won't forget, e.g.:

**Erhan Altayoglu**  
 (“Air – han Alt – A – Yoo – Glue”)

- It is more important that a WM and his officers are able to PRONOUNCE a candidate's name than for

them to be able to spell it correctly. (It is the Lodge Secretary who always knows how to properly spell everyone's name. ☺)

- The Tyler, IG, Deacon, and Wardens also have to know how to pronounce the candidate's name.
- Our Degrees are designed to help introduce a brother to the rest of the membership.
- For example, in the First Degree, the candidate's name is mentioned:
  - As “Mr.” – a total of **12** times.
  - As “Brother” – a total of **6** times, with the WM usually saying his name again for a 7<sup>th</sup> time at the conclusion of the Degree.

### Obligations

- Remember, the WM **MUST** know the (?’s) name. Each Ob. calls for the WM to say these words:

“Repeat after me: I, (?’s) name, in the presence of . . .”

\*\*\* **The (?) does not SAY his own name; he REPEATS it** \*\*\*

#### SALUTES

- Make all salutes properly. Sloppy salutes set a poor example to our newer members. (*Do you really want a new member to copy YOUR salute?!*)
- Different examples of improper salutes include:
  - The “swashbuckler”, or “shoo-fly” salute.
  - The “droopy elbow” salute.
  - The “limp wrist” salute.
  - The “short stroke” salute.
- The WM SHOULD return all salutes.

**Please share this newsletter with other members of your Lodge – and your Masonic friends**

- However, if the WM is saluted mistakenly (e.g. by a brother for the second time, after he has finished speaking, or by a visitor while you are welcoming him), it is suggested that the WM does not return that salute. The WM would only be compounding the error.

## SALUTING

- All Masons should know **WHY** we salute, **WHO** to salute, **WHEN** to salute, and **WHEN NOT** to salute.
- We salute to show our respect for the OFFICE of the presiding officer.
- Does a Warden salute a Warden? Does a JW salute an IG? Does a Deacon salute a Deacon? No. We only salute the WM, (or an Installed Master who has assumed the gavel).
- Remember: Salutes are only given one way – **upward** (i.e. to the brother who has assumed the gavel, who is usually the WM).
- The WM is saluted:
  - When you enter lodge;
  - When you leave lodge;
  - When you are addressing the WM; or
  - When called for in the ritual.
- Don't hold a salute. Simply do it. Complete your salute and drop your arm. A brother does not wait for the WM to acknowledge his salute before that brother drops his arm.
- If you just stand there, holding a salute, waiting for the WM to return it, what is it called?
- It is called the "Coming to Order" sign, which is certainly not a salute.
- Wardens **DO NOT** salute the WM:
  - When responding to instructions from the WM, (unless called for in the ritual).
  - After the WM has given them a command, e.g.:
    - "*Brother JW, ascertain the cause of the alarm.*"
    - "*Brother SW, our labours in this D. being ended, you have my command to close this lodge.*"
- There is no requirement to acknowledge any of the WM's instructions by saluting him.
- You do not salute after completing a piece of ritual or floorwork.

- You do not salute the WM again after you have finished speaking and before you sit down. **(We call this the dreaded "second salute".)**
- You do not salute the WM should he extend a personal welcome to you, while you are being received into lodge. (Recall what your DDGM does in this situation. He neither salutes, nor gives the S of F. He "responds" to, or "acknowledges" the WM's welcome by a court bow – which is a nod of his head.)
- You do not salute when proving yourself in any of the degrees, e.g. "*Where were you first prepared to be made a Mason?*"
- During the Openings and Closings, the Wardens do not salute the WM after every question.
- As you know, the Wardens do not salute the WM at all during the Opening in the First Degree, because the lodge (and the VOTSL) is not yet open.
- Except for when proving themselves, or when demonstrating the signs:
  - The JW and the SW only salute **twice** during the Opening in the Second and Third Degrees, and
  - The JW salutes **twice** while the SW salutes the WM **only once** when Closing in all three Degrees.
- No additional salutes are given by the Wardens during the remainder of their interchanges with the WM when Opening or Closing lodge.

## MOVING ABOUT THE LODGE ROOM

- It is an established custom in our Jurisdiction that the brethren should "square" the lodge, in a clockwise direction.
- The reason why our lines of travel are at right angles within the lodge is explained by Bro. Harry Carr in *The Freemason at Work*, Question 16, pp. 34-35.
- See also the excellent comments in a Lodge of Education posting about Masonic Tracing Boards and Why Freemasons Square the Lodge Room at: <http://www.masonic-lodge-of-education.com/trestle-board.html>
- It is important that squaring the lodge NOT be exaggerated or carried to the extreme. Not only would that be a waste of valuable time, it would detract from our ceremonies.

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[office@grandlodge.on.ca](mailto:office@grandlodge.on.ca)

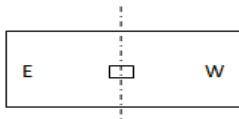
## EXCESSIVE and/or UNNECESSARY CIRCUMAMBULATION

- While circumambulating (“*walking all round*”) the lodge room is indeed a Masonic custom, it should not be overdone. Use your common sense to minimize the need to do so.
- If you will be participating in a Degree or ceremony, endeavour to sit near the spot where you will be delivering your part.
- If you remain within a few feet of your seat (e.g. say 6 to 12 feet), you can return directly to your seat without having to circumambulate the lodge room.

### What Do These Circumstances Have In Common?

- When the lodge is being Opened or Closed and if the Chaplain is the PM designated to adjust the GLs, “*it is not necessary that he circle the A in returning to his station*”. (“*Red Book*”)
- When Closing in the T.D., after the JW has communicated the CSs., Ts. and Ws. to the SW, the JW steps to the A, salutes, and returns directly to his place in the S. (“*B of W*”)
- After delivering each Ob., the WM typically returns directly to his chair.
- After the SW has completed his lecture in the S.D., it is the SD who conducts the (?) to the E. The SW remains W of the A, returning directly to his chair.

A hint:



## THE GRAND HONOURS

- Know the “prime rule” – *the Grand Honours are always accorded to the highest ranking brother in the group of visitors being received.*
- Not only does the WM always stand to receive visitors, he always participates in giving the G.H.
- Don’t overdo according the G.H. to visitors simply because of local traditions. (One evening a WM had visitors brought into the lodge room in five different groups – and then accorded the G.H. to each of the five groups. Not only did it unduly lengthen the evening. It also detracted from the significance of this form of recognition.)
- Know when the G.H. are mandatory and when they are optional.
- Know the code. (See Section 15 of the Book of Constitution.)

## REDUNDANCIES TO BE AVOIDED

- What does “brother” mean? (*An individual member*)
- What does “brethren” mean? (*The plural of brother; all the members*)
- What does “brethren **all**” mean? (*Nothing! It is a redundant term!*)
- What does “any” (or “anyone”) mean? (*All; everyone; any person; anybody*)
- Why then, when a WM is closing lodge in the First Degree, after he says: “*Has **any** brother anything to propose for the good of . . . . ry in general and of this [ ] in particular?*”, would he then eventually ask:

- ❖ “Bro. Secretary, do you have anything?”
- ❖ “Bro. S.W., do you have anything?”
- ❖ “Bro. J.W., do you have anything?”

It is again totally redundant to ask this question of an individual brother after having first asked if **any** brother has anything to propose.

## WHO CAN SIT IN THE EAST?

- Those with an automatic right to sit in the East are the WM, the IPM, the GM, a PGM, the DGM, and your District’s DDGM.
- **Only by invitation of the WM: any Mason.**

## FREEDOM OF THE LODGE

- What does that expression mean? The brethren cannot leave the room. (The lodge is still tyled !!!!)
- The WM should try to avoid giving the brethren “Freedom of the Lodge”. It is a waste of time.
- It is a perfect opportunity to provide the brethren with some short Masonic education.

## PERSONAL DEMEANOR OF THE WM AND HIS OFFICERS

- The behaviour of the WM and the lodge officers – as well as their posture – should be an example for others to follow.
- They should sit upright in their chairs. Do not slouch.
- Try to keep your feet flat on the floor at all times, (i.e. do not cross your legs).

**Changed your e-mail address in the past few months? Please send your new one to:**

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